



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Committee of the Whole
Tuesday, September 17, 2013 ♦ 7:00 pm
Boardroom**

Members: Trustees:

June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Georgia Athanasiou (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

1. Opening Business

- 1.1 Opening Prayer – June Szeman
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations

- 2.1 The Board will receive a presentation on the Special Education Sacramental Retreats from Patti Mitchell and Joanne Freund, System SERTs.

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Committee of the Whole Meeting Minutes – June 18, 2013 Pages 3-10
- 4.2 Unapproved Minutes from the Accommodations Committee Meeting - September 11, 2013 Pages 11-12

5. Committee and Staff Reports

- 5.1 Continuing Education – St. Mary Catholic Learning Centre Update
Presenter: Jamie McKinnon, Superintendent of Education Pages 13-14
- 5.2 Savings Analysis: Holy Cross and St. Mary Schools Consolidation
Presenter: Tom Grice, Superintendent of Business & Treasurer Pages 15-18
- 5.3 Start-Up Enrolment and School Organizations (TO BE DISTRIBUTED)
Presenter: Jamie McKinnon, Superintendent of Education



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- 5.4 Integrated Accessibility Plan Annual Report 2013-14 Pages 19-21
Presenter: Bill Chopp, Superintendent of Education
- 5.5 CEFO Catholic Student Award Recipients/Father Fogarty Awards Dinner Page 22
Presenter: Jamie McKinnon, Superintendent of Education
- 5.6 Excursion – Italy Page 23
Presenter: Bill Chopp, Superintendent of Education
6. **Information and Correspondence**
- 6.1 Trustee Conduct at Board Meetings
7. **Notices of Motion**
8. **Trustee Inquiries**
9. **Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a) The security of the property of the board;
 - b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c) The acquisition or disposal of a school site;
 - d) Decisions in respect of negotiations with employees of the board; or
 - e) Litigation affecting the board.
10. **Report on the In-camera Session**
11. **Future Meetings and Events** Pages 24-25
12. **Closing Prayer**
- Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***
13. **Adjournment**
-

Next meeting: Tuesday, October 15, 2013, 7:00 pm – Boardroom



Committee of the Whole
Tuesday, June 18, 2013 ♦ 7:00 pm
Boardroom

Trustees:

Present: June Szeman (Chair), Rick Petrella (Vice Chair), Cliff Casey, Dan Dignard, Bonnie McKinnon, Ryan Cattrysse (Student Trustee)

Joined Meeting: Dennis Blake (at Item 5.7)

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by June Szeman.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 18, 2013 meeting.

Carried

1.4 Declaration of Interest – Chair Szeman and Trustees Casey and Dignard declared conflicts of interest regarding the 2013-14 Salaries and Benefits Budget, noted in Item 5.1, due to the nature of the employment of their children with the Board.

2. Presentations

Chair Szeman welcomed the honoured recipients of special awards presented by the Council for Exceptional Children (Haldimand, Norfolk, Brant Chapter 824) at their 26th annual Spring Awards Gala. Superintendent Chopp spoke about each winner, while trustees presented certificates of accomplishment to those present. This year's recipients of Student Achievement Awards were Jayden Hayle (Christ the King School, Brantford), and Sydney Tong (Notre Dame School, Caledonia). Suzanne Searles (Our Lady of Providence School, Brantford) received a Teacher of the Year Award, while Educational Assistant Cassie Doucette (Sacred Heart School, Langton) was awarded a Paraprofessional Award.



Daytime custodians at Holy Trinity Catholic High School, Meri Marrs and Macy Lucas, received Appreciation Awards for their efforts in maintaining a safe and welcoming school environment and for their positive daily interactions with all students; in particular, exceptional students. Chair Szeman also congratulated Special Education department staff and the Athletic Coordinators on organizing very successful *Have a Go* track and field meets for students with special needs.

3. Delegations – Nil

4. Consent Agenda

- 4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 21, 2013 meeting.
- 4.2 THAT the Committee of the Whole refers the approved minutes of the Special Education Advisory Committee Meeting of May 8, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of June 12, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of May 28, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the educational field trip summary report.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Budget Committee Meeting of May 29, 2013

Vice Chair Petrella, Chair of the Budget Committee, advised that the Budget Committee was presenting a balanced budget for 2013-14, despite the significant challenges in reducing expenditures resulting from ongoing declining enrolment and fiscal challenges at the Ministry level. The total decrease in the Board's 2013-14 operational budget over the 2012-13 revised budget is approximately \$1.7 million (1.4%). Vice Chair Petrella expressed the Board's appreciation to Finance Department staff, senior administration and managers for their work in ensuring a balanced budget.

Chair Szeman and Trustees Casey and Dignard had declared conflicts of interest with respect to the following recommendation and abstained from any discussion or vote on this item. Vice Chair Petrella assumed the Chair for the vote on the following recommendation:



Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Salaries and Benefits Budget, in the amount of \$89,921,810, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Chair Szeman presented the following recommendations for approval:

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Operations Budget, in the amount of \$28,343,118, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Capital Budget, in the amount of \$1,842,157, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of May 29, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Safe Schools Initiative

Superintendent Chopp reported that due to the Accepting Schools Act (Bill 13), which amended the Education Act with respect to bullying and other matters that relate to Safe Schools, a great deal of work has taken place to update policies and administrative procedures, obtain resources and provide training to reflect these changes in legislation. Spearheaded by Principals Alice Sroka and Terry Dunnigan, Superintendent Chopp reviewed the work that has been completed to date, and plans for the 2013-14 school year.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Safe Schools Initiatives report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.3 Education Development Charges

Superintendent Grice reported that in order for Watson & Associates Economists Ltd. to proceed with the preparation of a new Education Development Charges By-law, which is governed by Ontario Regulation 20/98, the Board needs to approve two statements for inclusion in the by-law that relate to the application of operating surplus to capital needs and alternative accommodation arrangements. He provided specifics with respect to both these considerations. The proposed new by-law will be presented to the Board for approval next fall.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the statement that there is not an operating surplus available in the non-classroom portion of the budget that can be applied to reduce growth-related net education land costs; and

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the statement that there have been no opportunities to implement alternative accommodation arrangements.

Carried

5.4 Special Education Services Department 2012-13 Annual Report

Superintendent Chopp reported that Boards are required to prepare and approve an Annual Report on the provision of special education programs and services. The Special Education Services Department Annual Report 2012-13, which is a detailed data report, emphasizes the Department's work in supporting the Board's strategic goals for improving student achievement for all students. In response to several questions of clarification from Trustee Casey, Superintendent Chopp provided additional information regarding the SEA Team membership, Behaviour SERT/Behaviour Therapist responsibilities, the Reaching Out, Gifted, and Reading Upgrade programs, technology training opportunities for new teachers, and the Multiple Intelligence Survey.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Special Education Services Department Annual Report 2012-13 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.5 Bank Operating Credit

Superintendent Grice presented an annual borrowing resolution that allows the Board to borrow to meet financing needs, as required. He reported that the operating requirements of the Board have not changed significantly and proposed that the current operating credit of \$7.0 million and \$300,000 Purchase Card be maintained and extended for another one-year term.



Moved by: Rick Petrella
Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2014 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;



3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

Carried

5.6 Borrowing By-Law #2013-A2

Superintendent Grice advised that until financing can be arranged with the Ministry of Education, an interim capital loan of \$719,887 is required to finance a building addition at Our Lady of Providence School in Brantford, and a renovation to Notre Dame School in Caledonia to accommodate the Early Learning Kindergarten Program scheduled to begin in September 2014.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends Brant Haldimand Norfolk Catholic District School Board approves:

A BY-LAW authorizing the Brant Haldimand Norfolk Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

WHEREAS:

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this By-Law;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED as follows:

1. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to borrow \$719,887 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this By-Law.

Carried



5.7 Financial Report as of May 2013

Superintendent Grice reviewed the third quarter expenditures report and reported that the Board is on track with its year-to-date expenditures, with 74% of the total 2012-13 budget spent.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – May 2013.

Carried

5.8 Excursion - Greece

Superintendent Chopp presented an excursion request from Assumption College School and St. John's College for approximately 30 Grades 10-12 students to visit Greece during the 2014 March Break, where participants will gain a deeper understanding and appreciation of the art and culture of Greece. In response to Trustee Casey's inquiry, if an excursion became in jeopardy due to unsettling circumstances in the destination country, staff would bring a report back to the Board prior to the excursion recommending that the trip be cancelled.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to Greece from Thursday, March 6 to Friday, March 14, 2014.

Carried

6. Information and Correspondence

Vice Chair Petrella reported that, on behalf of the Chair, he attended the recent opening of the City of Brantford's Children's Memorial Garden in St. Andrew's Park.

Trustees McKinnon and Casey reported on the Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting that was held in Winnipeg, Manitoba from June 6-8, 2013, which Chair Szeman and Director Roehrig also attended. Trustee Casey advised that a motion was passed with regards to the national *Toonies for Tuition* fundraising program, which helps support unfunded Catholic schools. The motion states that of the monies raised, only 10 percent, to a maximum of \$10,000, can be directed to CCSTA to help defray the costs related to promoting / enhancing this program and that these funds cannot be used for operational expenses.

Chair Szeman advised that a Living Intentions Mass Card has been sent by the Board to Father Dave Wilhelm in recognition of his years of service to the Board. Father Wilhelm has been transferred to a parish in Stoney Creek.

Chair Szeman commented that Megan Proper, a former Assumption College student and now a culinary student at Niagara College's Canadian Food and Wine Institute, recently won a gold medal in a national baking competition.

Chair Szeman requested that trustees respond to an online evaluation regarding the Director of Education's performance appraisal for 2012-13 by July 11, 2013. The feedback and evaluation report will be brought back to trustees by the Chair and Vice Chair in September 2013. Trustee Casey



suggested that the Performance Appraisal of Director of Education Policy will be reviewed at a fall Policy Committee meeting.

Trustee Dignard, as Board representative on the Student Transportation Services Brant Haldimand Norfolk Board of Directors, reported that the consortium has achieved a high rating in the Ministry's Effectiveness and Efficiency audit. He also noted the actions that are being taken as a result of a presentation made by a bus driver at the May 28, 2013 Board of Directors' meeting.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

Carried

7. Notices of Motion – Nil

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

Carried

10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

Carried

11. Future Meetings

A list of future meetings and events for trustees was reviewed.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 18, 2013.

Carried



**Accommodations Committee
Wednesday, September 11, 2013 – 4:00 p.m.
Boardroom, Catholic Education Centre**

Present: Bonnie McKinnon (Chair), Dennis Blake, Cliff Casey, Bill Chopp, Dan Dignard, Tom Grice, Jamie McKinnon, Rick Petrella, Chris Roehrig, June Szeman

1. Opening Prayer

Bonnie McKinnon opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Accommodations Committee approves the agenda of the September 11, 2013 meeting, with the amendment noted in Item 6.1 below.

Carried

3. Approval of the Minutes

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Accommodations Committee approves the minutes of the September 12, 2012 meeting.

Carried

4. Declaration of Conflict of Interest - Nil

5. Business Arising from the Minutes - Nil

6. Information Items

6.1 Savings Analysis: Holy Cross and St. Mary Schools Consolidation

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Accommodations Committee approves the removal of this report from the Accommodations Committee Agenda and that this report be presented at the Committee of the Whole Meeting on September 17, 2013.

Carried

6.2 Preliminary School Accommodation Review

Superintendent Grice provided details regarding enrolment data, which included updated statistics and trends from Watson & Associates' *Observations for Norfolk County Schools* report. Enrolment trends indicate that there will be a decline in enrolment for Norfolk County over the next few years. The report included enrolment projections to 2027. Detailed analysis included on-the-ground school capacity, grade structure ratio, enrolment share and elementary participation rates. Superintendent Grice explained the Accommodation Review Committee (ARC) process to Committee members and noted that an initial recommendation from staff begins the ARC process.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
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Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Preliminary School Accommodation Review report to the Brant Haldimand Norfolk Catholic District School Board for approval of an accommodation review for Our Lady of LaSalette School, LaSalette; St. Bernard of Clairvaux School, Waterford; St. Frances Cabrini School, Delhi and St. Joseph's School, Simcoe.

Defeated

7. **Trustee Inquiries - Nil**

8. **Move to In-Camera Session - N/A**

9. **Report on the In-Camera Session - N/A**

10. **Adjournment**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Accommodations Committee adjourns the meeting of September 11, 2013.

Carried

Next Meeting: TBD

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE**

Prepared by: Jamie McKinnon, Superintendent of Education
Presented to: Committee of the Whole
Submitted: Sept. 17, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**CONTINUING EDUCATION –
ST. MARY CATHOLIC LEARNING CENTER UPDATE**

Public Session

BACKGROUND INFORMATION:

In the fall of 2012, the Board approved the naming of St. Mary Catholic Learning Centre. One of the goals of the centre's development is to establish a continuing education service and presence for the Brant Haldimand Norfolk Catholic District School Board. Continuing Education has evolved over the past decade as our communities grow in diversity and the expectations for lifelong learning continue to rise. We will be continuing to build on the student success motto - Being, Belonging, Becoming - as we expand programming to support learners from school age to adult. Programming will support personal development and achievement enabling our students, young and old, to live a significant life of love and service in Christ.

DEVELOPMENTS:

Under the direction of Principal Terre Slaght, St. Mary Catholic Learning Centre supports the Board Improvement Plan for improved student learning and has provided students with opportunity to achieve notable gains in the areas of graduation, literacy, and pathways.

St. Mary Catholic Learning Centre is currently home to:

- Alternative Education Program: secondary school credit program for disengaged secondary school students (also supported on site at Holy Trinity).
- Supervised Alternative Learning Program: an extension of the Alternative Education Program that allows for a greater variety of programming both inside and outside school, including full time work opportunities (also supported on site at Holy Trinity).
- Onsite Home Instruction: utilizing our home instruction model for students with medically documented mental health and anxiety concerns. The program provides individual instruction support in a non-school setting.
- After School Literacy and Numeracy Support: this non-credit after school program at secondary schools provides targeted support for students in math and literacy.
- International Language Classes: Beginning September 18, 2013, providing Italian Language classes for elementary school-aged students. This program is supported by Laurier – Nipissing Education student volunteers and is taught by a certified teacher.

St. Mary Catholic Learning Centre supports:

- School College Work Initiative: a multi-credit partnership with community colleges and school boards to offer high school credits, as well as college credits, with in a college setting. This program is aimed at students who may be behind in their credit count and may find success in a college environment.
- Accelerated OYAP: evening classes for Youth Apprenticeship Program students for Cook and Automotive Services.
- Ready, Set, Go: a transition program for students who may find transitioning from Grade 8 to Grade 9 a challenge. The program is provided in all three secondary schools and supports literacy, study, and self-advocacy skills, as well as orientation to secondary school.
- Camp Blast: a summer literacy program for primary students to support student literacy skills and wellbeing in a camp atmosphere. This program is supported in partnership with the YMCA.

New to St. Mary Catholic Learning Centre in the coming year:

- Aboriginal Language Classes – online, in partnership with Amos Key Jr. E-Learning Foundation/Institute. Classes in Mohawk, Cayuga, Ojibwe, and Oneida to be offered after school at Assumption College School.
- Summer Co-operative Learning: a program to provide co-op work experience and credit accumulation for secondary school graduation during the month of July.
- Night School: teacher directed and eLearning course offerings based on secondary school recommendations for credit recovery and reach-ahead opportunities.
- Future Considerations: faith formation programs, adult day school, personal interest programs, expanded international language program, adult literacy and numeracy programs.

In summary, there is potential for tremendous growth in the area of Continuing Education that will be directed by the needs of the community and our commitment to educating for life in the light of our faith.

RECOMMENDATION:

THAT the Committee of the Whole refers the Continuing Education – St. Mary Catholic Learning Centre Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: September 17, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

SAVINGS ANALYSIS: HOLY CROSS AND ST. MARY SCHOOLS CONSOLIDATION

Public Session

BACKGROUND INFORMATION:

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. The motion was reviewed in January 2011 and the Board deferred its decision until June 2011. On September 27, 2011, the Board voted in favour of the St. Mary / Holy Cross schools consolidation. At the June 25, 2013 Board Meeting, Trustees requested an update on the savings realized from this consolidation. Two analyses were requested:

1. To analyze that the consolidation occurred and, subsequently, St. Mary School was closed.
2. To analyze that the consolidation occurred and, subsequently, St. Mary School remained open as a Continuing Education facility, housing Special Education Department personnel.

DEVELOPMENTS:

As outlined in Appendix A, had St. Mary School closed entirely when the students were integrated with Holy Cross students at Holy Cross School, the resultant savings would have equalled approximately \$330,700 annually; exclusive of one-time costs. One-time costs included the physical move of desks, chairs, textbooks, etc., and the installation of two portables on the Holy Cross School site for student use. These one-time costs equalled approximately \$45,000. The resultant total savings would be approximately \$285,700 in the first year and \$330,700 thereafter.

As outlined in Appendix B, currently, St. Mary School is utilized as a Continuing Education Centre, while also *housing* system staff associated with Special Education Services. In order for the school building to become functional for these two groups, a one-time investment of approximately \$33,000 was made, which included network cabling infrastructure, cleaning, painting, floor maintenance, minor electrical work and the physical move of office equipment and supplies from Sacred Heart Catholic Elementary School, Paris to the new St. Mary Catholic Learning Centre. As a result of these additional one-time costs, the net savings realized when St. Mary School remained open as a Continuing Education Centre was approximately \$218,000. In subsequent years, without one-time costs, the approximate savings would be \$295,000.

Trustees also asked that a cost impact analysis be conducted with respect to student retention as a result of the consolidation of the two schools. When St. Mary School closed in June 2012, 125 students were enrolled at the school. In September 2012, 99 students transitioned to Holy Cross School. Of the 125 students, 15 students transitioned to a Catholic secondary school, one student transitioned to a public secondary school, eight students transitioned to a different Catholic elementary school and one student transitioned to a public elementary school. In total, one student did not attend Catholic schools in September 2012. This transition rate is not unusual for this school or any school in the system. In addition, this transition rate cannot be definitively linked to school consolidation.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Savings Analysis: Holy Cross and St. Mary Schools Consolidation report.

ST. MARY'S SCHOOL CLOSING

FINANCIAL SUMMARY OF COSTS AND SAVINGS
(Approximate)

		Annual	Description
Savings	- Salaries (without benefits)	280,000	Teacher, Principal, Secretary, Custodian
	- Utilities	22,000	Heat, Hydro, Water
	- Maintenance	20,000	
	- Lease (Alternative Education Centre)	35,000	
	- Transportation	<u>(26,300)</u>	
Total Savings		<u>\$330,700</u>	
One-Time Costs at Holy Cross	Moving	5,000	All furniture, computers, etc.
	Truck Rental	1,500	Other boxes, not included above
	Boxes, tape, etc.	800	Teachers, other staff for everything
	Dumpster	500	Garbage from both schools
	Staff Salary	7,000	Two weeks of staff moving and set-up
	Portable Relocation and Anchors	7,000	
	Utility Locates	300	
	Consultants	2,707	Engineering fees, drawings, site plan approval, building permits, occupancy permits, inspection fees
	Electrical Contractor	11,077	Disconnect / connect power, data, fire, PA system, security, etc.
	Portable Upgrades	<u>9,089</u>	Fire rating walls, rebuild stairs, material, cleaning, waxing, other upgrades, painting, smart boards, overtime
			<u>\$44,973</u>

ST. MARY'S SCHOOL RE-ALLOCATED

FINANCIAL SUMMARY OF COSTS AND SAVINGS
(Approximate)

		Annual	Description
Savings	- Salaries (without benefits)	246,250	Teacher, Principal, Secretary, 0.25 Custodian, 0.5 Cleaner
	- Utilities	21,000	Heat, Hydro, Water
	- Maintenance	20,000	
	- Lease (Alternative Education Centre)	35,000	
	- Transportation	<u>(26,300)</u>	
Total Savings		<u>\$295,950</u>	
One-Time Costs at Holy Cross	Moving	5,000	All furniture, computers, etc.
	Truck rental	1,500	Other boxes, not included above
	Boxes, tape, etc.	800	Teachers, other staff for everything
	Dumpster	500	Garbage from both schools
	Staff Salary	7,000	Two weeks of staff moving and set-up
	Portable Relocation and Anchors	7,000	
	Utility Locates	300	
	Consultants	2,707	Engineering fees, drawings, site plan approval, building permits, occupancy permits, inspection fees
	Electrical Contractor	11,077	Disconnect / connect power, data, fire, PA system, security, etc.
	Portable Upgrades	9,089	Fire rating walls, rebuild stairs, material, cleaning, waxing, other upgrades, painting, smart boards, overtime
One-Time Costs at St. Mary	Network Cabling at St. Mary	8,147	For use by Continuing Education and Special Education Departments
	Cleaning	3,000	Two weeks
	Painting	7,000	Three weeks
	Countertops, flooring, parking lines, minor electrical	3,000	
	Moving	10,000	Special Education Department to St. Mary, rental of truck and staff
	Staff Time	<u>2,000</u>	Organizing all rooms
		<u>\$78,120</u>	

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: September 17, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

INTEGRATED ACCESSIBILITY PLAN ANNUAL REPORT 2013-14

Public Session

BACKGROUND INFORMATION:

Introduction

On December 14, 2001, the *Ontarians with Disabilities Act, 2001* (ODA) was passed to improve access and opportunities for people with disabilities. The *Act* provides for their involvement in identifying, removing and preventing barriers so they can fully take part in the life of the province. The *Accessibility for Ontarians with Disabilities Act was passed in 2005* (AODA) and the standards within the *Act* pertaining to school boards are being disseminated.

The Customer Service Standard was the first accessibility standard to be distributed under the AODA and came into force on January 1, 2008. Public sector organizations were required to comply with this standard by January 1, 2010.

The Integrated Accessibility Standards (Ontario Regulation 191/11), which included Information and Communications, Employment, and Transportation standards, came into effect in June 2011. Public sector organizations are required to comply with these standards by January 2014. On January 1, 2013 the Integrated Accessibility Standards regulation was amended to include accessibility requirements for the design of public spaces with compliance expected by January 1, 2016.

The *ODA 2001* applies to all public sector institutions including cities, municipalities, hospitals, school boards, colleges and universities, public transportation providers, and government ministries and agencies. Each year, these organizations are required to prepare an accessibility plan with the assistance of either an accessibility advisory committee or in consultation with people with disabilities and others if no accessibility advisory committee exists.

DEVELOPMENTS:

The Brant Haldimand Norfolk Catholic District School Board Accessibility Committee on an annual basis:

- conducts research on barriers to people with disabilities in all facilities, and reviews regulations, policies and programs, practices and services offered by the District.
- identifies barriers to be addressed, removed or prevented.
- communicates its work to the Board of Trustees and to public stakeholders.

The Committee strives for the:

- continual improvement of access to school premises, facilities and services for all persons regardless of ability.
- participation of people regardless of their ability and acts as their advocates in the development and review of its annual accessibility plans.
- provision of services to all students, employees, parents of students and members of the community with disabilities.

The annual review of the 2013-2017 Plan should outline accomplishments in 2013 and plans for 2013-2017.

The following are the objectives outlined for 2013-14:

Type of Barrier	Location	Action	Effective Date
Systemic – Attitudinal	System-wide	Provide training to all staff and volunteers on accessibility standards requirements and on Human Rights Code provisions regarding disabilities and ensure third-party providers have similar training.	Ongoing 2013-14
Information and Communications	Board Offices	Review process for receiving/ responding to feedback to ensure accessibility to persons with disabilities and readiness to provide accessible formats and communication supports, upon request. Notify the public regarding the above.	January 1, 2014
Information and Communications	System-wide	Review Board and school websites to assess level of accessibility. Ensure that new sites and web content meet Web Content Accessibility Guidelines (WCAG) 2.0, Level A standards.	January 1, 2014
Systemic – Employment	System-wide	Review and update Human Resources procedures and practices with regard to recruitment, job accommodations, alternative accessible formats and communication supports, individual accommodation plans, return to work, performance management, career or professional development, and redeployment.	January 1, 2014
Information and Communications – Student Transportation	Board-wide (Student Transportation and Special Education)	Consult with parents and develop individual school transportation plans for students with disabilities, clarifying roles and responsibilities.	January 1, 2014
Information and Communications	School Libraries	Review the readiness of school libraries to provide accessible or conversion-ready formats of print resources, upon request.	Ongoing 2013-14 in anticipation of the 2015 compliance date
Physical	Various Sites	Install accessibility features.	Ongoing 2013-14

Copies of the Integrated Accessibility Plan are available on the Brant Haldimand Norfolk Catholic District School Board website at:

http://www.bhncdsb.ca/sites/www.bhncdsb.ca/files/resources/integrated_accessibility_plan_2013_2017.pdf

Printed copies and alternate formats are available, upon request.

RECOMMENDATION:

THAT the Committee of the Whole refers the Integrated Accessibility Plan Annual Report 2013-14 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: September 17, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**CATHOLIC STUDENT AWARD RECIPIENTS -
FATHER PATRICK FOGARTY AWARDS DINNER**
Public Session

BACKGROUND INFORMATION:

Each year, the Catholic Education Foundation of Ontario (CEFO) honours the recipient of the *Catholic Student Award* from every secondary school in Ontario. Recipients of this special award are selected by the Principal and staff of the school to recognize good scholarship, active involvement in school and/or local community activities, and conduct which typifies the objectives of a Catholic school.

DEVELOPMENTS:

The following recipients of the *Catholic Student Award* from the Brant Haldimand Norfolk Catholic District School Board will be honoured at the Father Patrick Fogarty 30th Annual Awards Dinner on Saturday, October 26, 2013 at the Toronto Airport Marriott Hotel:

Emily Gill	Assumption College School
Ryan Cattrysse	Holy Trinity Catholic High School
Danielle Tuori	St. John's College

Award recipients and their parents, a staff member and trustees are invited to attend this event. The proceeds from the dinner are used to support the objectives of the Catholic Education Foundation of Ontario.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information regarding the recipients of the 2013 Catholic Student Award and the Father Patrick Fogarty Awards Dinner.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE**

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: September 17, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – ITALY
Public Session

BACKGROUND INFORMATION:

Holy Trinity Catholic High School is requesting approval for an excursion to Italy from Friday, March 7, 2014 to Sunday, March 16, 2014 (no school days missed as March 7, 2014 is a designated professional development day).

DEVELOPMENTS:

Approximately twenty-one (21) Grades 9-12 students will be participating in this field trip. Supervising teachers will include Sean Roche, Katie Benoit and Mary Webster. The anticipated cost of the trip for each student is approximately \$3,500.

The rationale for the excursion is for students to immerse themselves in the political centre of the Catholic Church. By participating in this experience, students will recognize the Spiritual and Sacramental dimension implicit in human experience and the created world.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to Italy from Friday, March 7 to Sunday, March 16, 2014.

2013-14
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
September 16, 2013	6:00 pm	Mass and Reception with Bishop Fabbro	
September 17, 2013	4:30 pm 7:00 pm	New Employee Commissioning Mass Committee of the Whole	
September 18, 2013	5:45 pm	Holy Cross School – unveiling of School Creed Pottery Wall	
September 19, 2013	9:30 am	BHNCDSB Retiree Breakfast	
September 24, 2013	7:00 pm	Board Meeting	
September 25, 2013	10:00 am	OCSTA Fall Regional Mtg. @ Huron Perth CDSB	
September 30, 2012	7:00 pm	Audit Committee Mtg.	
October 2, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
October 3, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
October 3, 2013	5:00 pm	BHNCDSB hosts 6 th Annual Diocesan Mass for Education	
October 8, 2013	9:00 am	Executive Council Mtg.	
October 9, 2013	4:00 pm	Policy Committee Meeting	
October 9, 2013	7:00 pm	SEAC Meeting	
October 15, 2013	7:00 pm	Committee of the Whole Meeting	
October 22, 2013	1:00 pm	STSBHN Governance Mtg.	
October 22, 2013	7:00 pm	Board Meeting	
October 23, 2013	6:00 pm	Service Recognition Dinner	
October 24–26, 2013		When Faith Meets Pedagogy Conference	
November 5, 2013	4:00 pm	Executive Council Mtg.	
November 6, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
November 8, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
November 13, 2013	7:00 pm	SEAC Meeting	
November 19, 2013	7:00 pm	Committee of the Whole	
November 26, 2013	7:00 pm	Board Meeting	
December 3, 2013	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Miehlm) Annual Board Meeting	
December 4, 2013	9:00 am	Executive Council Mtg.	
December 4, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
December 5, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
December 10, 2013	7:00 pm	Board Meeting	
December 11, 2013	7:00 pm	SEAC Meeting	
<i>December 23, 2013 - January 3, 2014</i>		<i>CHRISTMAS BREAK</i>	
January 8, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
January 8, 2014	7:00 pm	SEAC Meeting	
January 9, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
January 14, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
January 21, 2014	7:00 pm	Committee of the Whole	
January 28, 2014	7:00 pm	Board Meeting	
February 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
February 5, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
February 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
February 12, 2014	7:00 pm	SEAC Meeting	
February 18, 2014	7:00 pm	Committee of the Whole	
February 25, 2014	1:00 pm	STSBHN Governance Mtg.	
February 25, 2014	7:00 pm	Board Meeting	
March 4, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
March 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
March 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
<i>March 10 – 14, 2014</i>		<i>MARCH BREAK</i>	
March 18, 2014	7:00 pm	Committee of the Whole	

Date	Time	Meeting/Event	New / Revised
March 19, 2014	7:00 pm	SEAC Meeting	
March 25, 2014	7:00 pm	Board Meeting	
April 2, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
April 4, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
April 8, 2014	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
April 9, 2014	7:00 pm	SEAC Meeting	
April 15, 2014	7:00 pm	Committee of the Whole	
April 22, 2014	7:00 pm	Board Meeting	
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 27, 2014	TBD	Sacred Heart School (Langton) 75 th anniversary	
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
May 4 – 9, 2014		Catholic Education Week	
May 6, 2014	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 7, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 13, 2014	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
May 14, 2014	7:00 pm	SEAC Meeting	
May 20, 2014	7:00 pm	Committee of the Whole	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 27, 2014	1:00 pm	STSBHN Governance Mtg.	
May 27, 2014	7:00 pm	Board Meeting	
June 5-7, 2014		CCSTA AGM (Kingston)	
June 10, 2014	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
June 10, 2014	10:00 am	<i>Have a Go</i> track meet at Holy Trinity (secondary) (<i>rain date June 11</i>)	
June 11, 2014	7:00 pm	SEAC Meeting	
June 16, 2014	10:00 am	<i>Have a Go</i> track meet at Assumption College (elementary) (<i>rain date June 17</i>)	
June 17, 2014	7:00 pm	Committee of the Whole	
June 24, 2014	7:00 pm	Board Meeting	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	

Meetings to be scheduled: Catholic Education Advisory Committee meetings

Meetings scheduled at the Call of the Chair: Audit Committee, Budget Committee, Accommodation Committee, Policy Committee, Regional Catholic Parent Involvement Committee